

MILPERSMAN 6150-010

TRANSFER OF OUTPATIENT AND DENTAL TREATMENT RECORDS, OFFICER AND ENLISTED

Responsible Office	NAVPERSCOM (PERS-312E)	Phone:	DSN	882-3406/3407
			COM (901)	874-3406/3407
			FAX	882-2664/2743

1. **Purpose.** To publish policy and procedures for transfer of officer and enlisted NAVMED 6150/21 through NAVMED 6150/30, U.S. Navy Medical Outpatient and Dental Treatment Records (hereafter referred to as Health Record (HREC)/Dental Treatment Record).

2. **Policy.** The servicing Personnel Office or Personnel Support Detachment shall retrieve HREC/Dental Treatment Records from the Medical Treatment Facility (MTF), and transfer them as indicated below. DD 877 (Rev. 9-67), Request for Medical/Dental Records or Information will be used to order records from the local MTF. NAVPERS 5000/64 (Rev. 11-02), Records Transmittal will be used when transferring records; previous editions are obsolete and shall not be used.

3. Where/When to Transfer HREC/Dental Treatment Records:

Transfer to:	When:
next duty station	<ul style="list-style-type: none"> • a member detaches on permanent change of station (PCS) or temporary duty (TEM DU) orders; • a member is released from active duty, active duty for training (ADT), active duty for special work (ADSW), Presidential Reserve Call-Up (PRC), or mobilization (partial or full), and is affiliated or re-affiliated with a drilling reserve unit; • a member on inactive duty is recalled to active duty status over 29 consecutive days (i.e., ADT, ADSW, PRC, mobilization). <p>NOTE: See para. 4a below.</p>
Commander, Navy Personnel Command, Casualty Assistance Section (PERS-62), 5720 Integrity Drive, Millington, TN 38055-6200	<ul style="list-style-type: none"> • a member dies; • a member enters a missing status (including missing in action, interned or detained, and captured). <p>NOTE: See para. 4b below.</p>
Officer in Charge, Navy Absentee Collection and Information Center, 2834 Greenbay Rd., N. Chicago, IL 60064-3094	<ul style="list-style-type: none"> • a member is declared a deserter, and has been in an unauthorized absent status for 120 days. <p>NOTE: See para. 4c below.</p>
Department of Veterans Affairs (VA)	<ul style="list-style-type: none"> • a member is discharged, released from active duty and not affiliating or re-affiliating with a drilling reserve unit, transferred from inactive duty training status (selected reserve and volunteer training unit) to the Individual Ready Reserve or Standby Reserve (S1/S2), or retiring from Active or Reserve service. <p>NOTE: See para. 4d below</p>

4. How to Transfer HREC/Dental Treatment Records

a. **When transferring HREC/Dental Treatment Records to the next duty station:**

(1) **For officers:**

(a) Complete NAVPERS 5000/64. Seal the below records in an envelope and give it to the officer to hand-carry. (NOTE: If a temporary officer, include NAVPERS 1070/600 (Rev. 5-00), U.S. Navy Enlisted Service Record (hereafter referred to as enlisted Field Service Record (FSR))).

1. NAVPERS 5000/64
2. NAVPERS 1070/602 (Rev. 7-72), Dependency Application/Record of Emergency Data
3. SGLV 8286 (9-02), Servicemembers' Group Life Insurance Election and Certificate
4. SGLV 8285 (4-01), Request for Insurance (Servicemembers' Group Life Insurance) (if applicable)
5. HREC/Dental Treatment Record

(b) If the member was transferred without records, mail the records to the next duty station via first class mail. Every effort will be made to obtain and mail the records the day following the transfer.

(2) **For enlisted:** Combine with the FSR in an envelope and give to the member to hand-carry, or mail via first class mail no later than the day following the transfer. MILPERSMAN 1070-120 refers.

b. **When transferring HREC/Dental Treatment Records to Navy Personnel Command (NAVPERSCOM) (PERS-62),** comply with MILPERSMAN 1770-030.

(1) **For officers:** Complete NAVPERS 5000/64. Seal the below records in an envelope and mail via first class mail.
(NOTE: If a temporary officer, include the enlisted FSR.)

- (a) NAVPERS 5000/64
- (b) NAVPERS 1070/602
- (c) SGLV 8286
- (d) SGLV 8285 (if applicable)
- (e) HREC/Dental Treatment Record

(2) **For enlisted:** Combine with the FSR in an envelope and mail via first class mail. MILPERSMAN 1070-120 refers.

c. **When transferring HREC/Dental Treatment Records to Officer in Charge, Navy Absentee Collection and Information Center,** comply with MILPERSMAN 1600-060.

(1) **For officers:** Complete NAVPERS 5000/64. Seal the below records in an envelope and mail via first class mail.
(NOTE: If a temporary officer, include the enlisted FSR.)

- (a) NAVPERS 5000/64
- (b) DD 553 (11-02), Deserter/Absentee Wanted by the Armed Services
- (c) NAVPERS 1070/602
- (d) SGLV 8286
- (e) SGLV 8285 (if applicable)
- (f) HREC/Dental Treatment Record

(2) **For enlisted:** Combine with the FSR in an envelope and mail via first class mail. MILPERSMAN 1070-120 refers.

d. When transferring HREC/Dental Treatment Records to Department of Veterans Affairs (VA).

(1) File a photocopy of DD 214 (2-00), Certificate of Release or Discharge from Active Duty, or a copy of the separation order which documents the discharge of a reserve officer from inactive duty, or NAVPERS 1070/615 (8-01), Record of Discharge from the U.S. Naval Reserve, or a copy of the NAVPERS 1070/613, Administrative Remarks, which documents the discharge of an enlisted member from inactive duty (as applicable) in the member's HREC/Dental Treatment Record.

(2) Transfer the HREC/Dental Treatment Record to the appropriate VA office as follows:

(a) At the time of separation/retirement, member does not desire to apply for service-connected disability compensation from the VA. Mail the HREC/Dental Treatment Record with a complete NAVPERS 5000/64 via first class mail to:

Department of Veterans Affairs
Records Management Center
P.O. Box 150950
St. Louis, MO 63115-8950

(b) At the time of separation/retirement, member indicates a desire to apply for service-connected disability compensation from the VA:

1. Mail the HREC/Dental Treatment Record with the VA claim package and a completed NAVPERS 5000/64 via first class mail directly to the VA Regional Office of jurisdiction.

OR

2. If a Memorandum of Understanding has been entered into by the servicing Department of Defense MTF and the VA for completion of a combined pre-discharge separation physical examination which meets needs of the Navy and needs of the VA for compensation, pension, or hospitalization, the HREC/Dental Treatment Record will accompany the member to the place of examination with the VA claim package and a completed NAVPERS 5000/64.

(3) Prior to transferring the HREC/Dental Treatment Record, make a copy of the following documents to be filed in the member's service record.

Item	Document Title
1	DD 2808 (1-03) or SF 88 (10-94), Report of Medical Examination (copy of separation physical).
2	DD 2807-1 (7-01) or SF 93 (Rev. 6-96), Report of Medical History (latest copy).
3	NAVPERS 1070/613 (10-81), Administrative Remarks with entry stating disposition of HREC/Dental Treatment Record. NOTE: For members discharged from the U.S. Naval Reserve, the entry stating disposition of HREC/Dental Treatment Record may be made in the remarks section of NAVPERS 1070/615, Record of Discharge from the U.S. Naval Reserve (Inactive), Part 2.

(a) **For officers:** Mail the above documents with copy 2 of DD 214 and required service record documents to NAVPERSCOM (PERS-312C) via first class mail.

(b) **For enlisted:** Combine the above documents with the FSR and mail via first class mail per MILPERSMAN 1070-120 or 1070-130.

(4) Outpatient Treatment Records accumulated after a member's HREC has been transferred to the VA will be forwarded under cover letter to the VA office the original HREC/Dental Treatment Record was transferred to. To ensure the VA can locate the member's HREC/Dental Treatment Record to combine these documents with, the cover letter should specify who receipted for the original HREC/Dental Treatment Record on the NAVPERS 5000/64.